

**MANAGEMENT
ASSISTANT
GS-0344-05**

**WORK
MANAGEMENT**

- 4) Provide material support services for the branch
- Prepare purchase requests & requisitions.
 - Make credit card purchases
 - Receive billings & submit for certification & payment
 - Maintain records & files

INTRODUCTION

This position is located in the Public Works Department Facilities Management Engineering Division, Work Management Branch, Naval Air Station, Lemoore, CA. This position performs work in support of analytical functions such as examination of work practices and data, and improvement of records and paperwork.

MAJOR DUTIES AND RESPONSIBILITIES

- 1) Operates the ~~Best~~ computer system for the Emergency/Service (E/S) function by:
 - Analyzing to determine legality of work and proper labor class code.
 - Obtaining accurate information from the caller to facilitate assignment of proper job order numbers, customer codes, work center routing, and EPS standards.
 - Determines if call warrants immediate action and if so informs shop foreman or individual craftsman of the situation. Issues E/S work authorization for in house work force, reminding shops of chits that can be grouped to improve work force effectiveness.

~~Participates in cross training as teacher and or student for Work Input Control functions and other related tasks.~~

- 2) Provides Control Inspectors with lists of equipment and structures receiving an undue amount of Service Work suggesting closer scrutiny of equipment and building or indicating the need for a big repair job. Analyzes data trends and generates reports to substantiate the need for equipment replacement or a preventive maintenance program.

Analyzes back log of chits for work center trends, duplications, or completions in order to provide a clean data base for reports.

4) I. KNOWLEDGE REQUIRED

Knowledge of maintenance functions as it pertains to various trade occupations required to accomplish an emergency service work authorization.

Requires job knowledge to inform shop of possible parts and equipment needed, chit priorities, and chits to group for better efficiency. Skill in dealing with people and exercising tact, diplomacy, courtesy, and poise in fostering a productive relationship with those persons contacting FACMED for Public Works Business.

Skill in operating a typewriter as well as a word processor is necessary. Knowledge of English grammar, spelling and punctuation.

Knowledge which demonstrates mathematical aptitude and accuracy, with attention to detail.

Knowledge of work evaluation techniques, planning, and programming principles; management analysis and review methodology, and organizational development and position management principles.

Knowledge of Public Works work flow codes, and job order numbers to facilitate analytical decisions.

Knowledge of Honeywell Report Writer and familiar with data base manipulation and programming principles.

2 SUPERVISORY CONTROLS

Supervision is general in nature and control is exercised through specific objectives defined by the Work Management Branch Supervisor.

Works independently in carrying out all assignments and is expected to use procedures and instructions for routing functions, but requires analytical ~~ability and knowledge of Public Work functions for any requests out of the~~ ordinary.

3. GUIDELINES

Procedures for work have been established. There are a number of guides used such as NAVFAC MO-321, Maintenance Management Contracts, local instructions, Financial Management handbook, EPS Standards handbook and the BEST ADP Handbook, these guides cover the important aspects of work assignment. Judgement is required to select the proper procedure for application in a particular situation.

4. COMPLEXITY

Receives, screens, classifies approximately 1100 incoming requests a month. Determines which trades are required. Assigns accounting data and EPS time to each. Monitors for completion within specified time frames and material usage. Assigns tradesman time allocations for EPS Standards. Performs system analysis utilizing automated programs and developing reports on Honeywell computer system.

5. SCOPE AND EFFECT

Directly authorizes expenditures of over One million dollars per year. Scope of work is to process on a daily basis in house workforce job assignments by issuance of work authorizations, and closure of completed authorizations. The work affects the general efficiency of the daily operations of the Naval Air Station. Incumbents' personal contact and response to customer requests has a direct and important impact on the credibility and perceived responsiveness of the department as a whole. Analyze trouble call trends to provide for better maintenance actions and money management.

6. PERSONAL CONTACTS

Interfaces on a daily basis with military and civilian personnel throughout the Naval Air Station through use of the telephone and in person.

7. PURPOSE OF CONTACTS

To conduct or exchange information concerning routine work and Emergency Service maintenance work to customers on board Naval Air Station and to provide feedback to high levels of management regarding the effectiveness of the division and department.

8. PHYSICAL DEMANDS

The work is mostly sedentary but some walking, bending, climbing, stooping may be required during filing, processing job order or other special tasks. Employee must

lift paper boxes weighing up to 44 pounds.

WORK ENVIRONMENT

The environment is in an office setting.